

Page styles

Page styles in Calc are applied to sheets. Although one sheet may print on several pages, only one page style can be applied to a sheet. If a spreadsheet file contains more than one sheet, then a different page style can be applied to each sheet. For example, a spreadsheet might contain some sheets to be printed in landscape orientation and other sheets to be printed in portrait orientation.

Two page styles are supplied with Calc: *Default Page Style* and *Report*. Page styles allow you to set page size and orientation, page margins, headers and footers, borders and backgrounds, and the sequence for printing sheets.

Applying cell styles

To apply cell styles in Calc, you can use the **Styles** menu on the Menu bar, the Styles deck in the Sidebar, Fill Format mode, the *Apply Style* list on the Formatting toolbar, and keyboard shortcuts.

Styles menu

By default, the **Styles** menu (Figure 156) lists many of the cell styles supplied with Calc. To apply a cell style, select the cell or group of cells to be formatted, and then choose **Styles** and click on the required style.

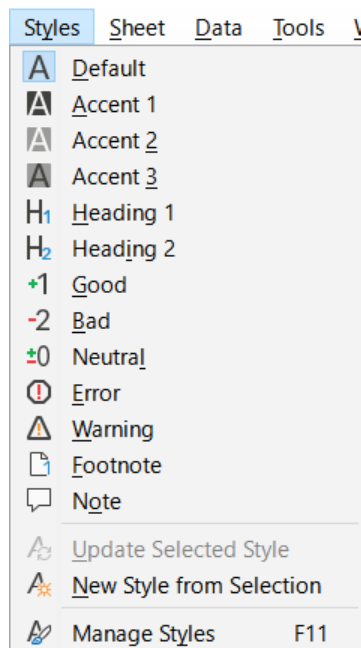


Figure 156: The Styles menu

Styles deck in Sidebar

The Styles deck in the Sidebar lists and optionally shows previews of the styles available.

- 1) If the Styles deck in the Sidebar is not open, do one of the following to open it:
 - Select **View > Styles** on the Menu bar.
 - Select **Styles > Manage Styles** on the Menu bar.
 - **Press** the *F11* function key.
 - If another deck of the Sidebar is open, select the **Styles** icon in the tab panel at the right of the Sidebar.